



DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
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www.state.nv.us/personnel/

MEMO PERD #24/03
August 18, 2003

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Designee for Rules Distribution
Employee Representatives
Media Representatives

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: PRELIMINARY PERSONNEL COMMISSION AGENDA

The items listed below are tentatively scheduled for the Personnel Commission meeting on September 19, 2003. This meeting will be held in Las Vegas at the Grant Sawyer Building, Room 4412, 555 East Washington Avenue, beginning at 9:00 a.m. This meeting will also have a video conference link to Carson City at the Legislative Building, Room 4100, 401 South Carson Street, Room 4100.

- I. Call to Order – 9:00 a.m.
- II. *Adoption of Agenda
- III. *Minutes of Previous Meeting
- IV. *Revised Prohibitions & Penalties
Nevada Veterans' Nursing Home, Office of Veterans' Services
- V. *Regulation Changes to Nevada Administrative Code, Chapter 284
 - A. Temporary Regulations Previously Approved by the Commission Proposed for Permanent Adoption
 - Section 1 NEW "Reviewing Officer" defined
 - Section 2 NAC 284.073 "Occupational Study" defined
 - Section 3 NAC 284.126 Creation of new class, reclassification of position or reallocation of existing class

V *Regulation Changes to Nevada Administrative Code, Chapter 284 (cont'd)

A Temporary Regulations Previously Approved by the Commission Proposed for Permanent Adoption

Section 4	NAC 284.206	Special adjustments to pay
Section 5	NAC 284.208	Compensation for dangerous duty
Section 6	NAC 284.228	Shift trading: Agreement; responsibilities
Section 7	NAC 284.284	Longevity pay: Return to state service
Section 8	NAC 284.468	Standards for performance of work
Section 9	NAC 284.524	Workweeks and workdays; period for rest and meals
Section 10	NAC 284.589	Administrative leave with pay
Section 11	NAC 284.718	Confidential records
Section 12	NAC 284.726	Access to confidential records

B New & Revised Regulations Proposed for Permanent Adoption

Section 1	NEW	Determining seniority for the purposes of layoff
Section 2	NEW	Required training of all state employees: sexual harassment prevention
Section 3	NAC 284.255	Holidays: Holiday pay
Section 4	NAC 284.414	Temporary appointments
Section 5	NAC 284.470	Preparation and discussion of reports; request for review
Section 6	NAC 284.52315	"Children" or "Child" defined
Section 7	NAC 284.525	Reduction of hours by mutual agreement
Section 8	NAC 284.5405	Annual leave: Credit upon reinstatement, rehiring, reemployment or transfer
Section 9	NAC 284.580	Leave of absence without pay during fiscal emergency of state
Section 10	NAC 284.581	Family and Medical Leave: Maximum amount in 12-month period
Section 11	NAC 284.612	Layoffs: Definitions
Section 12	NAC 284.614	Layoffs: Procedure
Section 13	NAC 284.618	Layoffs: Voluntary demotions
Section 14	NAC 284.646	Demotions and dismissals
Section 15	NAC 284.662	Providing assistance to employee

VI *Approval of Occupational Group Study Revised Class Specifications

A. Engineering & Allied occupational group

Engineering Support Services subgroup

a. Engineering Drafter series

2 Colorado River Commission subgroup

a. Power Marketing Administrator

b. Power Supply Planner series

B. Mechanical & Construction occupational group

Road Construction & Maintenance subgroup

a. Highway Maintenance Manager

b. Highway Maintenance Supervisor series
Highway Maintenance Worker series

d. Highway Construction Aid

2. Equipment Management, Maintenance & Repair subgroup

- a. Equipment Superintendent
- b. Equipment Operations Manager

3. Skilled Trades & Allied subgroup

- a. HVACR Specialist series
- b. Heat Plant Specialist series
- c. Welder series
- d. Locksmith series
- e. Carpenter series
- f. Maintenance Repair Specialist series
- g. Electrician series
- h. Painter series
- i. Plumber series
- Craft Worker-in-Training series

C. Social Services & Rehabilitation occupational group, Rehabilitation subgroup

- Disability Adjudicator series
- Client Assistance Specialist

Uncontested Classification Action Report

Special Reports

IX Comments by the General Public

X Select Date for Next Meeting

XI *Adjournment

*Indicates item will be voted on by the Personnel Commission

NOTE: The above items may be heard in a different order than listed, at the discretion of the Chair.

If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact Carol Thomas, Chief of Technical Services, Nevada State Personnel, at (775) 684-0119.

We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend this meeting. If special arrangements are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Debra Berry at (775) 684-0110 at least five working days prior to the meeting.